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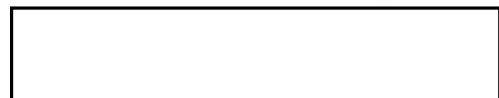
MEMORANDUM FOR: SECRETARY TO THE DIRECTOR  
SECRETARY TO THE DEPUTY DIRECTOR  
ASSISTANT EXECUTIVE DIRECTOR  
ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION  
CHIEF, INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF  
CHIEF, LEGISLATIVE LIAISON DIVISION, P & A

SUBJECT: Escorting of Visitors to Offices

1. The receptionist for visitors to CIA Offices located in the New War Department Building has been directed, when calling to announce the arrival of visitors, to request that the Office to be visited send an escort to the Reception Desk.

2. This practice will be followed until the Security Division has sufficient personnel on its staff to furnish escorts.

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Colonel, AGO  
Executive for Personnel and Administration